



USAID | MALAWI
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 19/2019

ISSUANCE DATE: December 2, 2019

CLOSING DATE/TIME: January 2, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) for Senior Project Management Specialist – Office of Education

Dear Prospective Offerors:

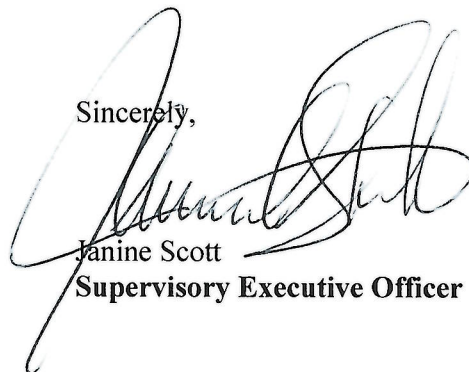
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,



Janine Scott
Supervisory Executive Officer

a. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 19/2019
2. **ISSUANCE DATE:** December 2, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 2, 2020
4. **POSITION TITLE:** Senior Project Management Specialist – Office of Education
5. **MARKET VALUE:** \$33,260-\$51,558 (annual basic salary paid in local currency Kwacha at the prevailing exchange rate), equivalent to FSN-12, in accordance with AIDAR Appendix J and the Local Compensation Plan of US Mission/USAID Malawi (Effective September 23, 2019). Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five (5) years, renewable.
7. **PLACE OF PERFORMANCE:** Lilongwe, Malawi with possible travel as stated in the Statement of Duties.
8. **SECURITY LEVEL REQUIRED:** Employment Authorization
9. **STATEMENT OF DUTIES**

BASIC FUNCTION OF POSITION:

The Senior Project Management Specialist (SPMS) is a core member of the 12 member Education Office, which implements the flagship Malawi National Reading Program (NRP), the Secondary Education Expansion for Development (SEED) project, the Strengthening Higher Education Access in Malawi Activity (SHEAMA), and other education sector initiatives. . S/he works directly on a \$150+million portfolio of 10 or more education activities spanning primary, secondary, and higher education levels in Malawi. Based on his or her experience and expertise s/he will lead a \$100 million portfolio of national reading activities in coordination with the Malawi Ministry of Education, Science, and Technology (MOEST) to reach 6.5 million students or a \$30 million portfolio of higher education activities as well as coordinate through the US Ambassador and interagency an additional \$100 million set of girls' development activities together with colleagues from the US Department of State, US Department of Agriculture (USDA), Peace Corps, PEPFAR, and USAID. The SPMS will be supervised by the Education Office Director, a US Direct Hire, and have supervisory, coaching, and mentoring responsibilities over junior- and mid-level Foreign Service National (FSN) Project Management Specialists.

MAJOR DUTIES AND RESPONSIBILITIES:

100% OF TIME

Portfolio/Program Management

40%

The SPMS will be responsible for leading and managing a highly visible education portfolio that includes flagship programs related to national primary-grade reading or keeping girls in school. The SPMS will:

Provide senior project management expertise to lead and guide a \$portfolio of education activities spanning primary, secondary, and tertiary levels including, but not limited to: a \$100 million national reading program in coordination with the Malawi MOEST to reach 6.5 million students, including funds from other donor partners, or lead a \$30 million portfolio of higher education activities as well as coordinate through the US Ambassador and interagency an additional \$100 million set of activities together with colleagues from the US Department of State, USDA, Peace Corps, PEPFAR, and USAID. Portfolio and activity level support may include the following:

Deepen and expand the National Reading Program.

Guide the rollout of community development activities for the National Reading Program.

Monitor progress at the field level for National Reading Program activities.

Guide Education Office staff and implementing partners to increase the rate of activity rollout supported under integrated Education and Health programming through activity monitoring and meetings at central and district levels.

Lead coordination efforts between multiple USG girls' education and health activities.

Lead design and implementation of tertiary education activities, including partnerships between U.S. and Malawi Higher Education Institutions.

Regularly provide data and activity updates as well as respond to information requests for different audiences within and beyond Malawi, including USAID/Washington and other USG agencies.

Serve as the Contracting/Agreement Officer's Representative (COR/AOR) for activities within his or her portfolio. The SPMS directly manages at least one Chief of Party (COP) with the ability to convene all COPs to discuss technical issues. S/he will provide leadership and technical oversight of projects within his or her portfolio, working through other junior- to mid-level FSNs within the Education Office in consultation with the Office Director. Leadership and oversight includes monitoring activities through regular site visits, the thorough review of annual work plans and progress reports, assuring compliance with USAID environmental guidelines, tracking expenditures and accruals against obligations, making recommendations to implementing partners to increase project impact and enhance sustainability and reporting on project results. It also includes drafting official USG documents required for reporting the status of activities, such as annual operational plans, annual performance reports, action memos and procurement documents as well as information requests from Washington and the Embassy.

Serve as a point of contact for education issues including early grade reading, secondary education, higher education, national education data, curriculum

development, student learning assessment, teacher training, gender and girls' education, policy and planning, monitoring and evaluation, community mobilization, school governance, and other issues.

Establish, maintain and manage sensitive high level relationships with the MOEST, higher education institutions, multi-donor stakeholder coordination groups, multilateral and bilateral donors, other stakeholders such as those within the private sector, and USG partners.

Guide and monitor activities of contractors and grantees (or FSN staff who have been assigned to manage them) to ensure compliance with established USG guidelines, policies and procedures.

Ensure that activities within the education portfolio are on track to meet time-bound targets, and if they are not, work with the necessary group of partners and staff to get them back on track.

Technical Leadership

30%

The SPMS is a widely experienced technical resource for the Education Office, with expertise particularly in monitoring and evaluation, student learning assessment, continuous assessment, girls' education, primary and secondary education, tertiary education, community engagement, early grade reading, and/or other related education subsector relevant to the Education Office. S/he will be responsible for ensuring that USG development assistance activities reflect best practices and state-of-the-art knowledge that supports effective education programs. S/he will maintain strong supportive relations with other USG technical offices and UGS agencies involved in education such as the U.S. State Department, U.S. Department of Agriculture, Peace Corps, PEPFAR, and other donors and multilateral partners, and regional African institutions. The SPMS may be asked to lead the following work:

Design the next generation of USAID/Malawi education programs together with the team and Education Office Director aligned to the Agency's education sector policy, grounded in evidence and data.

Provide technical leadership to staff and partners aligned to expectations of the Education Office Director.

Ensure that evaluation data is used appropriately for decision making.

Serve as a technical expert for the Education Office, advising on the development and implementation of USAID/Malawi country development strategies and related education activities and programs.

Policy and Coordination

20%

The SPMS will be responsible for providing the following high quality policy and coordination support to the USAID/Malawi Education Office:

Represent USAID on key technical and steering committees and donor working groups. In some cases, when relevant, lead them with MOEST counterparts to promote education reforms grounded in evidence.

Prepare and deliver presentations on USG-related issues to high-level government officials on education programs and activities at local, regional, and international workshops and conferences.

Negotiate with high level government officials on issues of education policy required for the smooth implementation of USAID education programs.

Support government counterparts together with other development partners in strategic planning and implementation of Malawi national education sector programs.

Coordinate programs within and beyond the Education Office to ensure efficient and effective use of limited development resources to ensure the greatest development gains to project beneficiaries.

Prepare and disseminate to Mission staff and partners information on issues, accomplishments, and best practices in USAID education programs; and document/share success stories.

As a respected development professional, s/he will be required to represent USAID to a number of different stakeholders including Ambassadors, Mission Directors, other senior USG representatives, national level counterparts, bilateral and multilateral donors, and Congressional/other US delegations.

Supervision and Mentoring

10%

The SPMS will lead a team of three to six Foreign Service National (FSN) project managers with direct supervision over at least one FSN staff providing daily mentoring, monitoring of work, establishing work objectives and product deliverables and performing annual evaluations. The FSN project managers to be supervised and mentored by the SPMS have day-to-day responsibilities for 10 or more activities that range in value from \$120,000 to \$65 million with implementing partners of varying technical and management strength. The FSN project managers require guidance from a multifaceted manager with a broad range of skills.

Other Duties

- Work with the Education Office Director to respond in a complete and timely manner to all requests from the USAID/Malawi Mission Director, the USAID/Washington Education teams, the US Ambassador, as well as other USG, host-government, donor, and NGO partners;

- Respond flexibly and capably to a wide range of work-related requirements, including but not limited to Congressional or other inquiries, maintaining and reporting on Education indicators, supporting and managing VIP visits, contributing to portfolio reviews, reviewing performance monitoring plans, tracking accruals, drafting the annual Performance Plan Report, developing the Operational Plan, and responding to Washington policy and operational requests.

Successful fulfillment of ALL of these responsibilities listed above will entail travel throughout Malawi, periodic travel to other parts of Africa and the United States, and participation in USAID workshops, conferences, trainings and seminars relevant to meet the responsibilities described above

The contractor may participate in the Foreign Service National Fellowship Program described in ADS 495maa which includes possible Temporary Duty (TDY) travel to USAID/Washington or other Missions.

Supervision Received: The SPMS will be supervised by the Education Office Director. The incumbent will be provided with information regarding the objectives to be achieved and an indication of the priorities/deadlines that must be met in carrying out the work tasks. S/he will handle assignments independently with minimal supervision according to established policies, previous training and accepted practices. S/he will be expected to develop her/his own work schedule, procedures for accomplishing tasks, and will work independently to resolve problems which may arise during accomplishment of activities. S/he will be expected to provide complete, accurate, concise reports without day-to-day assistance.

Supervision Exercised: The SPMS will lead a team of three to six FSNs with direct supervision over at least one FSN staff at the FSN 10 and 11 levels, providing daily mentoring, monitoring work, establishing work objectives and deliverables, and performing annual evaluations. Coaching and mentoring support will be provided to all seven junior- to mid-level FSNs including one administrative assistant at the FSN 7 level, one financial analyst at the FSN 9 level, and one participant training specialist at the FSN 10 level

10. AREA OF CONSIDERATION: Open to all interested CCN (Cooperating Country National) Candidates, Malawian citizens.

AIDAR, Appendix J, 1. (b) Definitions:

(6) "Cooperating country" means the country in which the employing USAID Mission is located.

(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS: None.

12. POINT OF CONTACT: Catherine Masi, Human Resources Assistant cmasi@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education

The complex and highly technical and visible nature of the position requires at minimum a Master's Degree in educational development and other education fields such as reading, curriculum development, student learning assessment, teacher training, gender and girls' education, policy and planning, monitoring and evaluation, community mobilization, school governance, or other related field of study relevant to USAID/Malawi's work in education.

- a. **Prior Work Experience:** A minimum of 10 years of relevant work experience in positions with progressively greater responsibility, leadership, and staff management is required. Relevant and practical professional work experience at senior levels designing, managing, monitoring, evaluating, and reporting on development programs; leading policy discussions with senior government officials; coordinating donor and other development partner activities; collaborating across teams; engaging communities; and managing, motivating, coaching, and mentoring staff are also key requirements of the position. Experience working with or for USAID, USAID contractors, other US government agencies, other donors, host-government line ministries, public international organizations, and/or other relevant development stakeholders in Malawi or in Southern Africa is preferred. Experience working with USAID and/or a USG implementing partner is particularly desirable. Excellent past and current leadership, communications (verbal and written) and interpersonal skills are critical to this position. The ideal candidate should demonstrate a clear progression in his or her previous work experience and have experience working on education activities related to USAID/Malawi's current education focus. Specialized knowledge and demonstrated expertise in program implementation and/or management for development results as well as a proven ability to work effectively with high level personnel from government, the donor community, implementing partners, and other development organizations is necessary.
- b. **Language Proficiency:** The position requires both level IV English and Chichewa fluency. S/he must have proven ability to communicate clearly and concisely – both orally and in writing in English.
- c. **Job Knowledge:** The SPMS must have a strong technical knowledge of Malawi's education, social and cultural characteristics and of the history of education development assistance activities in Malawi, especially the USG's role. The SPMS requires an expert and insider knowledge and understanding of the different branches in the Government of Malawi (GOM) in order to enhance effective communication and to develop consensus on program/project strategy and implementation. The SPMS must foster and maintain close relationships with a plethora of GOM officials, MOEST staff, other donor representatives, local and international implementing partner organizations, and other non-government organizations (NGOs). The SPMS requires a high degree of political and management savvy to effectively coordinate policy reforms across the portfolio and a broad knowledge of the GOM system of educational development across ministries, institutions, and agencies. The position requires expert knowledge in primary education, secondary education, girls' education, early grade reading, curriculum development, teacher training, policy planning, student-learning assessment, monitoring and evaluation, community mobilization, and/or school governance.

- d. **Skills and Abilities:** The SPMS must have very good computer skills, including the ability to use Microsoft Word, Excel, and Power Point efficiently and effectively as well as to be able to articulate his/her thoughts both verbally and written and both in English and in Chichewa. The ability to quickly analyze and synthesize data for decision making and reporting is essential as is the ability to mobilize teams to meet tight, last minute deadlines and information requests from USAID as well as other USG agencies. The ability to troubleshoot, solve complex problems, manage difficult situations and personalities, plan ahead to better guide teams and divide work appropriately across individual team members are all expectations of the position. The SPMS is also expected to shepherd projects in various stages of design and implementation, develop budget spreadsheets, statements of work, review and analyze project reports and financial statements to ensure on-time achievement of project deliverables. The position requires flexibility, professionalism, and strong communication skills. Direct experience with the GOM is critical for policy reform within the context of early grade reading and girls' education. And the ability to communicate USG positions on education issues to different audiences effectively is essential. Finally, the position requires good customer service and diplomatic skills, as the incumbent works closely with different implementing partners (international and local of varying capacities), many other diplomats, high-level USG representatives as well as the GOM.

b. **EVALUATION AND SELECTION FACTORS**

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: Pass/Fail
2. Experience: 25 points
3. Knowledge, Skills and Abilities: 25 points
4. Interview Performance: 40 points
5. References: 10 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

IV. PRESENTING AN OFFER

Applicants must submit a cover letter of no more than one letter-size page, which describes how their relevant professional experience and education has prepared them to meet the specific challenges of the duties and responsibilities described above. As part of the interview process, those applicants ranked highest may be required to do a written test. The selection committee may conduct reference checks at any time during the selection process. Applications that do not meet the required minimum qualifications will not be scored.

Only those fulfilling the education and experience requirements listed above should submit their application by e-mail to malawijobs@usaid.gov.

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174. DS-174 in English is available on <https://eforms.state.gov/Forms/ds174.pdf>.

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised is required. Please reference the job title and solicitation number on the application letter. (send by email)

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to malawijobs@usaid.gov
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. E-mails received without the appropriate subject line and incomplete applications will not be considered.

c. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security clearances:

1. Pre-Employment Medical Examination
2. Form for Non-Sensitive Positions

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS: (in accordance with the Malawi Local Compensation Plan)
 - a. Health Insurance
 - b. Local insurance (Defined Contribution Plan with National Insurance Company [NICO])
 - c. Annual Salary Increase (if applicable)
 - d. Annual and Sick leave
 - e. Annual Bonus
 - f. Maternity Leave
2. ALLOWANCES: (in accordance with the Malawi Local Compensation Plan)
 - a. Meal Allowance
 - b. Miscellaneous Allowance
 - c. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Malawian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Malawian Government. The US Mission does not withhold or make tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “General Provisions,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.